THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DPS14913510**
DATE POSTED: 03/20/17
POSITION NO: 243745
CLOSING DATE: 03/31/17
POSITION TITLE: Custodian
DEPARTMENT NAME / WORKSITE: NDPS / Department of Corrections / Kayenta, AZ
WORK DAYS: Mon-Fri
WORK HOURS: 8 AM - 5 PM
REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :
GRADE/STEP: AB54A
$ 17,097.60 PER ANNUM
$ 8.22 PER HOUR

DUTIES AND RESPONSIBILITIES:
Provide a clean, well maintain and sanitize working environment in a Corrections facility throughout various from administrative to secured areas such as offices, restrooms, kitchens, laundry room, corridors, hallways, classrooms, conference rooms, etc. Incumbent will sweep, mop, dust, vacuum, shampoo carpets that includes but not limited to furniture, desk, equipment, etc. Assignments will conduct and consistently maintain clean floors, windows, fixtures, stairs, glass doors, etc.; Empty and reline trash bins, etc. on a daily basis; Maintain heating and cooling equipment's to adjust to climate and temperature changes; Maintain responsibility to outside exterior surrounding such as trimming bushes, mowing, replanting of flowers on premises; Remove show from sidewalks, parking lots, driveways, etc.; Incumbent will assist in moving furniture and equipment as needed; provide and restock cleaning supplies and equipment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:

- A High School Diploma or GED

Special Requirements:

- Possess a Valid State Driver's License

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:
Knowledge of custodial cleaning methods, practices and procedures; Knowledge of occupational safety, health regulations and guidelines; Knowledge of custodial equipment preventative maintenance and repair; Knowledge of environmental protection regulations and guidelines; Knowledge of utilization of custodial equipment and tools; Skill in safety cleaning and disinfecting buildings and facilities; Skill in utilizing health safety, environmental policies, practices, procedures; Skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment; Skill in following verbal and written communication; Skill in safety utilizing cleaning and materials, chemicals, and supplies; Skill in retrieving vehicles stuck in mud; Skill in repairing tires, dismounting and remounting; Skill in establishing and maintaining effective working relationships; Ability to work with little or no supervision.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.